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APR 9 - 1946

August 2, 1945

GRAIN PRODUCTS BRANCH MEMORANDUM NO. 6

Subject: Branch Instructions Supplementing Procedure  
Letter No. 8 (321) on Ordered Overtime

Procedure Letter No. 8 (321) on the subject of excess overtime is being issued by the Service. That Letter gives general temporary instructions regarding policy and procedure to be followed. There are some matters, however, which this Branch desires to emphasize and this memorandum should be considered along with the Procedure Letter above referred to.

Effective July 1, 1945 a basic work week of 40 hours was established, consisting of 8 hours daily, Monday through Friday, and an administrative work week of 44 hours, the 4 hours on Saturday being considered the overtime period. All offices are instructed to adhere to these hours. There will be instances where ordered overtime (excess overtime) will be required for some individuals, but such excess overtime must be kept to a minimum and any claim for payment for excess overtime must be supported by a justification showing the reasons for such overtime. No officer is authorized to order excess overtime merely because of the fact that there is a heavy volume of work on hand. No claim for overtime can be allowed for any administrative work or clerical work, except as noted below. From a budgetary standpoint overtime payment cannot be allowed except in unusual circumstances for any work performed under regularly appropriated funds (referred to in Procedure Letter No. 8 as nonreimbursable) such as for the Enforcement of the U. S. Grain Standards Act, including supervision activities and appeals; Market Inspection of Farm Products; Enforcement of the Federal Seed Act; etc. Funds allotted for these activities are not sufficient to pay for excess overtime. Overtime will not be allowed for work under Market News activities, or for investigational work.

For the actual inspection of commodities, the payment for which service will be from a Trust Fund (referred to in Procedure Letter as reimbursable), overtime may be ordered by the Officer in Charge if it is absolutely essential that such inspections be performed on the current date and it is impossible to complete them within the regular working hours. No overtime for clerical work will be allowed in connection with these inspections except such clerical work as is a part of the inspection activity. An example of this would be an instance where it is essential


to issue a large number of certificates immediately to prevent serious disruption to the shipping of the commodity.

For efficient operation certain Officers in Charge of field offices have been designated (see Procedure Letter above referred to) as officers authorized to order and approve overtime. No employee is authorized to order and approve overtime unless he has been so designated. It is felt that the responsibility of ordering overtime must rest with the Officer in Charge, who is on the spot and he must assume such responsibility. If it is deemed necessary to perform overtime in the absence of an official or alternate designated to order such overtime, approval must be secured from either General Field Headquarters or Pacific Coast Headquarters.

Full instructions are given in the Procedure Letter regarding the reporting of overtime and the submission of Form 302 Revised. However, for the present the original and one copy of Form 302 Revised should be sent directly to the Washington office of the Branch where they will be reviewed and forwarded to the proper Fiscal Office. The first report should be submitted as of July 28. This covers two pay periods. Thereafter the report should be submitted at the end of each second pay period, which likewise will cover a period of 28 days. A memorandum justifying all overtime must be submitted to this office, with a copy to either General Field Headquarters or Pacific Coast Headquarters at the end of each pay period, showing the names of employees involved, time worked, date and hours, activity on which engaged and reasons why such work was necessary.

The instructions in this memorandum will be in effect until further notice and supersede all previous instructions. As it will be necessary for this office to submit reports on overtime biweekly, justifications as outlined above should be prepared and submitted on the first working day following the pay period for which they apply, and Form 302 Revised should be submitted at the end of each second pay period.

Should any office have Forms 302 covering previous pay periods, they should be submitted at once as noted above.

  
E. J. Murphy, Chief  
Grain Products Branch